

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations Division

Bureau: Worker's Compensation/Uninsured Employers Fund

Date Posted: 02/08/2008

Job Category: Business and Financial Operations

**Position
Number:** 66204209

Position Title: MEDICAL ONLY CLAIMS EXAMINER

**Bargaining
Unit:** 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$19,736.00 to \$24,670.00

Salary Unit: Year

Additional Salary Info: Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 3

Closing Date: 02/27/2008

**Supplement
Required:** No

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:
<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

The Medical Only Claims Examiner is located in the Uninsured Employers' Fund unit. This position investigates and determines the relationship of medical bills submitted in regard to Uninsured Employers' Fund claims and pays those charges directly related on compensable claims. This position is responsible for entering medical and indemnity payments into claim files. The position sets up claims and processes correspondence. This position is responsible for processing budget information and phone bills. These responsibilities are delegated to the Bureau through ARM 24.29.101 which are further delegated to the Medical Only Claims Examiner.

Competencies:

Considerable knowledge in medical procedures and terminology related to industrial injuries and Occupational Diseases. Considerable knowledge of Physicians Current Procedural Terminology codes and RBRVS. Working knowledge of workers' compensation claims medical adjusting techniques through the application of professional adjusting principles. Must have some general knowledge of accounting. Working knowledge of the Montana Workers' Compensation and Occupational Disease Acts, administrative rules, Workers' Compensation Court cases, and Supreme Court cases related to Workers' Compensation in Montana. Should have some knowledge of legal terminology.

Must have a strong ability to communicate both in written and verbal form using good grammar, correct spelling, and business English. Ability to respond to questions and requests from medical providers, employers, injured workers, attorneys, and other state agencies.

Skill is required in the use of the personal computer in a Windows environment and use of related software such as Word, Excel, Outlook, the workers' compensation database (WCAP), CICS, SABHRS, and use of Internet based networks. Organizational skills are essential.

Accuracy and thoroughness are expected and required as well as the ability to prioritize and analyze work. Should ensure confidentiality is kept when necessary. Have the ability to handle difficult and sensitive situations and work independently, determining own work methods, discussing with other staff when necessary.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these

values.

Education/Experience:

Requires a combination of education and experience equivalent to three (3) years of directly related qualifying experience in an administrative capacity. Qualifying experience includes bookkeeping, accounts payable, accounts receivable, and medical bill auditing. Knowledge of medical terminology, auditing, and injury and Occupational Disease laws is preferred.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date.

Applications will be rejected for late, incomplete or unsigned application materials.

Typed signatures will be considered.

**Selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%